

U.S. Public Health Service  
Dietitian/Nutritionist Professional Advisory Committee

**PHS Dietitians and Nutritionists:  
DIETITIAN OF THE YEAR**

Nominations should be postmarked or emailed to the D/N PAC Chair by  
the fourth Friday in August of every calendar year.

**PURPOSE:** The purpose of this award is to recognize a Public Health Service (PHS) Dietitian/Nutritionist whose commitment to the mission of the Public Health Service is exemplified by outstanding performance over time. The award is presented annually and consists of a framed certificate or plaque. In addition, the selected individual may also be nominated for either a Civil Service or Commissioned Corps award as appropriate.

**ELIGIBILITY REQUIREMENTS:** The nominee must be a PHS dietitian/nutritionist (either a Civil Service employee or Commissioned Corps Officer) who has been employed by the federal government for a minimum of 3 years during their current tour. For a Commissioned Officer to be considered, the individual must be in the Dietitian category. Both Civil Service and Commissioned Corps dietitians/nutritionists must currently be listed as Registered Dietitians with the American Dietetic Association's Commission on Dietetic Registration to be eligible. The individual must not have won this award previously. The Chief Professional Officer of the U.S. PHS Dietitian Category is not eligible during her/his term of office.

**SPONSOR:** This award was established by the Dietitian/Nutritionist Professional Advisory Committee (D/NPAC) and the Chief Professional Officer of the Dietitian Category. Award nominations will be prioritized by the D/NPAC and recommendations for selection will be forwarded to the Chief Professional Officer for the Dietitian category for final selection.

**NOMINATION INSTRUCTIONS:**

All nominations for the Dietitian of the Year Award must adhere to the following instructions:

***1. Nominations must contain a completed Cover sheet (Attachment 1)***

*Name, grade/rank, title, American Dietetic Association registration number, and work address:* self-explanatory

*Proposed Citation:* The citation is a summary of the justification for the award, and would be suitable for the actual presentation of the award in a ceremony.

The proposed citation for the award should not exceed 25 words.

*Nomination by:* The name, address, and phone number of the person nominating a candidate for the award must appear on the Cover Sheet.

*Name and phone number of immediate supervisor:* The D/NPAC Chair or a designated representative of the D/NPAC may contact the nominated individual's supervisor (if not the person initiating the nomination) to obtain acknowledgment that the basic facts, as presented in the nomination, are correct. In addition, the D/NPAC Chair or designated representative may obtain information from the candidate's supervisor on the merit of the nomination.

## **2. Nominations must include a justification (Attachment 2)**

The justification will speak specifically to the criteria (Attachment 2) and will contain sufficient background information to enable a judgment to be made concerning outcomes achieved, difficulties overcome, effort expended, dedication, demonstrated adherence to the principle, and pursuit of excellence by the nominee. The justification should be typed on an 8 ½ x 11 inch paper, not to exceed 1 page (single side) in length, printed in font 10 or larger.

No other information is to be submitted on the individual nominated for the award, as it will not be considered. Examples of materials not requested are curriculum vitae, COERs, and recommendations of support of any type, etc.

There shall be no restrictions upon the number of nominations that an agency or dietitian/nutritionist can submit, however, discretion and judgment should be used. Nominations may originate at any level within the PHS (except the individual themselves).

The Chairperson, D/NPAC, must receive all nominations, including cover sheets and justifications, by the indicated due date.

The award shall consist of an engraved plaque or certificate given to the individual (or their designee) at the D/NPAC meeting held in conjunction with the Annual Meeting of the American Dietetic Association or another appropriate professional meeting. The selected individual also may be nominated for either a Civil Service or Commissioned Corps award as appropriate.

**Dietitian Professional Advisory Committee  
Dietitian of the Year Nomination**

**Cover Sheet (Attachment 1)**

**CANDIDATE'S NAME:  
CANDIDATES' GRADE / RANK:  
POSITION TITLE:  
ADA REGISTRATION NUMBER:  
WORK ADDRESS:**

**PROPOSED CITATION:**

**PROPOSED JUSTIFICATION:**

Please attach the justification, which should address the criteria indicated in Attachment 2. The justification should not exceed 1 page.

**NOMINATED BY:  
ADDRESS:**

**PHONE NUMBER:  
PRINT NAME OF  
IMMEDIATE SUPERVISOR:  
TELEPHONE NUMBER:**

**U.S. Public Health Service**

**Dietitian Professional Advisory Committee  
Dietitian of the Year Nomination  
Justification (Attachment 2)**

Dietitians/Nutritionists nominated for “Dietitian of the Year” should demonstrate commitment to the mission of the Public Health Service over time. The justification should describe the nominee’s accomplishments and contributions to the mission of the Public Health Service, their ability to progress in a career or to attain career potential, and their leadership abilities over at least the previous (consecutive) 3 years.

**Mission:**

The mission of the Public Health Service (PHS) Commissioned Corps, per <http://www.usphs.gov/html/mission.html>, is to provide highly-trained and mobile health professionals who carry out programs to promote the health of the Nation, understand and prevent disease and injury, assure safe and effective drugs and medical devices, deliver health services to Federal beneficiaries, and furnish health expertise in time of war or other national or international emergencies. To accomplish this mission, the agencies/programs are designed to:

- Help provide healthcare and related services to medically underserved populations: to Americans, American Indians and Alaska Natives, and to other population groups with special needs;
- Prevent and control disease, identify health hazards in the environment and help correct them, and promote healthy lifestyles for the Nation's citizens;
- Improve the Nation's mental health;
- Ensure that drugs and medical devices are safe and effective, food is safe and wholesome, cosmetics are harmless, and that electronic products do not expose users to dangerous amounts of radiation;
- Conduct and support biomedical, behavioral, and health services research and communicate research results to health professionals and the public; and
- Work with other nations and international agencies on global health problems and their solutions.

***The justification should address:***

**Accomplishments:**

- The justification should describe specific accomplishments, related to the field of Food, Nutrition, and/or Dietetics, that promote the mission (as described above) of the USPHS.

**Contributions:**

- The justification should describe specific contributions made by the RD to work groups, agencies, organizations, specific populations, or the general public. These contributions should have advanced or benefited the mission of the work group or agency; improved the health of a specific population or the general public; demonstrated collaboration on biomedical, behavioral and health services research; streamlined or improved systems that assure safe food and food delivery; improved the delivery of health services to Federal beneficiaries; established or improved communication of research results to health professionals and the public; furnished health expertise in time of war or other national or international emergencies; and/or promoted a safe and healthful environment at work and at home.

**Career Attainment and Potential:**

- The justification should demonstrate that the RD is recognized as someone with the vision to move an organization forward by being assigned increasingly responsible projects and positions; has been promoted to increasingly responsible positions; has received recognition awards throughout her/his career for outstanding service; has led projects within a work group, organization, or agency that moved her/his career forward; and/or has demonstrated the ability to excel in a variety of work settings and organizations.

**Outstanding Leadership:**

- The justification should describe how the professional's accomplishments and contributions demonstrated an ability to motivate others to accomplish goals; to lead and/or organize a project and bring it to completion with the help of others; to inspire co-workers to work together to accomplish the goals of an organization or work group; and/or to demonstrate vision by developing new programs, work initiatives, and projects.

**The justification should not exceed one single-spaced (8 ½ x 11) page and the type should be 10 pt. font or larger.**

Nominations should be postmarked or emailed to the D/N PAC Chair by  
Friday, August 27<sup>th</sup>, 2004.

**If emailing your nomination:**

E-mail to Maureen at [mleser@cc.nih.gov](mailto:mleser@cc.nih.gov)

**If forwarding your nomination by traditional mail, please mail to:**

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CAPT, USPHS  
NIH Clinical Center Nutrition Department  
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